



## SECOND YEAR INSTRUCTORS' INSTITUTE



### SYLLABUS

Contact Information	
<p>Questions about <b>arrangements</b>:</p> <p>Rebecca Nelson, Secretary          Adult Education Academy for Professional Development          280 University Boulevard          GH 501A          Morehead KY 40351          Phone: 606-783-2026          Fax: 606-783-9111          E-mail: <a href="mailto:r.nelson@moreheadstate.edu">r.nelson@moreheadstate.edu</a></p>	<p>Questions about <b>content</b>:</p> <p>Connie Spencer-Ackerman, Director          Adult Education Academy for Professional Development          280 University Boulevard          GH 501A          Morehead KY 40351          Phone: 606-783-9377          E-mail: <a href="mailto:c.spencerack@moreheadstate.edu">c.spencerack@moreheadstate.edu</a>          Mobile phone: 606-776-3652</p> <p>Please note that I use my mobile phone <u>only</u> when traveling. The office number above is preferred.</p>

#### 1. Syllabus Overview --

This syllabus covers the institute description, objectives, resources, expectations, prerequisites, and assignments. Please read the syllabus thoroughly, making note of important dates and expectations. If you have questions, please contact one of the two names listed above.

#### 2. Description –

The Second Year Instructors' Institute aims to prepare full-time instructors and aides who been hired between July 1 2008 and December 31 2009 to be effective teaching in organized, scheduled adult basic education classes. The definition of full-time is determined by the local program.

**Important note** -- Course content is based on the assumption that participants attended the 2009-2010 First Year Instructor Institute. If you did not, please ask your program director to contact Joyce Bullock at 800-928-7323 or <[j.bullock@ky.gov](mailto:j.bullock@ky.gov)> to ask that you be admitted to the First Year Instructors' Institutes.

Institute content will be delivered through face-to-face meetings, assignments, classroom observation, and distance learning. Following the face-to-face meetings, participants will develop lesson plans in which they will apply strategies learned, and the results of that work will be shared at a year-end showcase.

### 3. Objectives –

Participants will:

- Develop lesson plans that include pre-teaching activities, teaching activities, and closure.
- Incorporate “classroom instruction that works” into lesson plans.
- Develop lesson plans that feature authentic text and authentic tasks.
- Develop lesson plans that use technology to support instruction.
- Develop lesson plans to build higher order thinking skills and prepare students for success in postsecondary education.

### 4. Resources –

- *A Handbook for Classroom Instruction that Works* – Marzano, Norford, Paynter, Pickering, & Gaddy, Association for Supervision and Curriculum Development, 2001 (Provided in First Year Instructors’ Institute)
- Institute Handbook
- Angel/KYVAE for course materials and communication

### 5. Expectations –

Because KYAE has invested significant public funds in supporting this institute, attendance is expected during the full schedule (beginning time to adjournment) of all face-to-face meetings. In order to maximize the content of the institute, participants are expected to also complete all additional components – advance work, interim assignments, learning log/blog submissions, lesson plans, and observation.

If a serious situation, such as illness, prevents attendance at any session, participants are asked to notify Rebecca Nelson at 606-783-2026 in advance of the scheduled session.

If for any reason you are not able to participate in the overall institute, your director must request a waiver from Joyce Bullock, Associate, KYAE, 1-800-928-7323 x 118 or Joyce.bullock@ky.gov.

### 6. Weather Policy –

First, check the Angel/KYVAE course for announcements. If you still have a question about a weather cancellation, call Connie Spencer-Ackerman at 606-776-3652 **by 7:00 a.m.** on the morning of the scheduled session.

## 7. Prerequisites – First Year Instructors’ Institute

If you did not attend the First Year Instructors’ Institute, please ask your program director to contact Joyce Bullock to ask that you be admitted to the First Year Instructors’ Institutes.

**8. Institute Design** -- The institute will be an extended experience, combining face-to-face workshops, demonstrations of instructional strategies, distance learning, classroom application, and an opportunity to receive feedback from an instructional coach.

## 9. Activities, Assignments, and Dates & Deadlines –

Activity	Additional Information		Dates & Deadlines	
			Central	Western
Assessment of Prior Knowledge – an online survey to determine participants’ familiarity with the content of the institute	Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of prior knowledge found at The Second Year Instructors’ Institute. Select your training location/cohort.		7/15/10	8/05/10
Advance Work – <ul style="list-style-type: none"><li>Scavenger hunt on institute expectations &amp; requirements</li><li>Statement of what you hope to achieve</li></ul>	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and complete the advance work found under the lessons tab. Additional directions are found there. Completed work is to be placed in the lesson drop box.		7/15/10	8/05/10
First Face-to-Face Meeting <ul style="list-style-type: none"><li>2 days covering lesson planning, classroom instruction, authentic text, technology in the classroom</li><li>Bring a copy of a local newspaper or USAToday to the meeting.</li></ul>	Location: <a href="#">MSU @ Mt. Sterling</a> , Room 7 on day 1 & Lab 12 on day 2  For lodging options, Google “Mt. Sterling KY lodging.	<b>Location:</b> <a href="#">Madisonville Community College</a> , North Campus, Brown Badgett, Sr. Energy and Advanced Technology Center, Room 270 on day 1 & Room 143 on Day 2  For lodging options, Google “Madisonville KY lodging.	7/22-9:30 a.m. to 4:30 p.m.  7/23-8:30 a.m. to 3:30 p.m.	8/12-9:30 a.m. to 4:30 p.m.  8/13 8:30 a.m. to 3:30
Assessment of Knowledge Gained	Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of knowledge gained found at The Second Year Instructors’ Institute. Select your training location/cohort.		7/30	8/20
Interim Assignment – from <i>A Handbook for Classroom Instruction that Works</i>  Read and complete worksheets in the following sections:	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and complete the advance work found under the lessons tab. Additional directions are found there. Completed work is to be placed in the lesson drop box.		8/13	9/3

<ul style="list-style-type: none"><li>• Introduction</li><li>• Section 2: Summarizing &amp; Note Taking<ul style="list-style-type: none"><li>○ Module 5, figures 5.1, 5.10, 5.12, 5.13</li></ul></li><li>• Section 7: Setting Objectives and Providing Feedback<ul style="list-style-type: none"><li>○ Module 13, figures 13.1, 13.4, 13.6, 17.7</li><li>○ Module 14, figures 14.1, 14.6, 14.9, 14.10</li></ul></li></ul>				
Lesson plan 1	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and all relevant documents to complete your lesson plan. Send an electronic copy of your lesson plan to your assigned coach for feedback.		9/10	10/8
Lesson observation, feedback, and self-evaluation – an opportunity to practice instructional strategies and receive constructive feedback	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and review the coaching guide found under the lessons tab. You will be contacted by your assigned coach to schedule the visit. Your program director will also participate in the visit.		Sept. – Nov.	Oct. – Dec.
Interim Assignment – from <i>A Handbook for Classroom Instruction that Works</i>  Read and complete worksheets in the following section: <ul style="list-style-type: none"><li>• Section 5: Representing Knowledge<ul style="list-style-type: none"><li>○ Module 11, figures 11.1, 11.9, 11.11, 11.12</li></ul></li></ul>	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and complete the advance work found under the lessons tab. Additional directions are found there. Completed work is to be placed in the lesson drop box.		12/10	12/10
Assessment of Prior Knowledge – an online survey to determine participants’ familiarity with the content of the institute	Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of prior knowledge found at The Second Year Instructors’ Institute. Select your training location/cohort.		1/6	1/6
Second Face-to-Face Meeting <ul style="list-style-type: none"><li>• 2 days covering developing higher order thinking skills and preparing learners for success in postsecondary education</li></ul>	Location: MSU @ Mt. Sterling – Rooms TBD	Location: Madisonville Community College – Rooms TBD	1/13 -- 9:30 a.m. to 4:30 p.m.  1/14- 8:30 a.m. to 3:30 p.m.	1/20-- 9:30 a.m. to 4:30 p.m.  1/21 -8:30 a.m. to 3:30p.m.
Assessment of Knowledge Gained	Go to the Kentucky Virtual eLearning Portal/Angel and complete the assessment of prior knowledge found at The Second Year Instructors’ Institute. Select your training location/cohort.		1/20	1/28
Lesson plan 2	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and all relevant		2/18	2/25

	documents to complete your lesson plan. Send an electronic copy of your lesson plan to your assigned coach.		
Skype or Web conference with coach	The coach will arrange a conference with one or more participants to discuss concerns around lesson implementation.	Feb. - March	March
Rating your lesson plans	Go to the Kentucky Virtual eLearning Portal/Angel to find your course and retrieve for your director a blank copy of the lesson plan rubric. The director will complete the rubric rating your lesson plans, review ratings with you, and send an electronic copy to <a href="mailto:c.spencerack@moreheadstate.edu">c.spencerack@moreheadstate.edu</a>	4/1	4/1
Lesson plan resubmissions	Lesson plans that are not rated as a 2/satisfactory are to be resubmitted to your director for re-rating and then forwarded along with the revised project documents to <a href="mailto:c.spencerack@moreheadstate.edu">c.spencerack@moreheadstate.edu</a> .	4/15	4/15
Lesson Plan Showcase – a final face-to-face session when lesson plans will be showcased	Come to the project showcase prepared to share your project with your peers. Directions for sharing will be posted in Angel.	4/15	4/15

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